



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 1-1.20

ISSUE

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EFFECTIVE 6/94 (Rev.)

APPROVED

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SUBJECT
REVISIONS, ADDITIONS, AND/OR REMOVALS
TO/FROM THE STANDARD PRACTICE MANUAL

I. PURPOSE

To establish procedures for processing changes to the Standard Practice Manual.

II. POLICY

The Standard Practice Manual is the official source for Department policies and procedures. Revisions and/or additions to the manual must be processed and coordinated to assure proper review and approval.

III. PROCEDURE

The Department, requires changes in existing policies and procedures. Such changes may impact the contents of the Standard Practice Manual so that new issues or revisions of existing issues may become necessary. To assure that such changes to the Manual will be processed in an effective manner, these procedures for initiating new items to the Manual, or revising existing ones, must be followed:

A. Changes to Existing Standard Practice Issues

Any staff member desiring to submit a change to any of the existing policy/procedure items in the Standard Practice Manual should proceed as follows:

1. After preliminary discussion with the supervisor, the individual and/or supervisor prepares a draft stating the number of the Standard Practice to be changed, outlining the rationale for submitting the change.
2. Draft the proposed change in the format of the existing issue and underline the text which is changed.
3. Supervisor forwards completed material to Director through Program Manager and Deputy Director, who also indicate comments and recommendations. Coordination with other sections may also be necessary (see item "C").

4. Director approves, recommends further changes, or denies. He then returns material through the same administrative channels by which he received it. If approved, the Director forwards a copy to Administrative Services for publication. Returned material will contain reasons for disapproval.

B. New Standard Practice Issues

Any staff member desiring to submit a new item to the Standard Practice Manual should proceed as follows:

1. After preliminary discussion with the supervisor, the individual and/or supervisor prepares a draft, stating reasons why the titled Standard Practice is needed. The memo should include benefits to the Department and consequence(s) for no action.
2. Draft the proposed new issue in the format of existing standard practice issues.
3. Proceed as in Item A, 3 and 4.

- C. When a revision or a new standard practice impacts others besides the initiating organizational entity, coordination with the affected sections is necessary. If the affected section is in either the Direct Treatment Services or Administrative Services, the staff person in the initiating organizational entity is to coordinate with the staff of the other impacted Division.

Once the coordinating staff has reached agreement, the initiating staff person forwards the completed staff work to his/her Deputy Director with a copy to the Deputy Director of the other Division. Once the Deputy Directors are in agreement with the staff work, the Deputy Director of the initiating section forwards the material to the Director.

In the event the Office of Alcohol and Drug Program is involved, the following modification of processing is to be observed:

If the initiating Division is either the Direct Treatment Services or Administrative Services, the material requiring coordination is to be forwarded by the originating staff to the Deputy Director of the OADP who will initiate the necessary coordination. The OADP staff performing the assignment will coordinate

with the initiating staff person to complete the staff work. Once the OADP Deputy Director has received the package from his coordinating staff, he should attach a memo indicating comments and recommendations, and then return it to the initiating staff person who will forward it to the Director via his/her Deputy Director.

IV. FREQUENCY OF UPDATING

- A. Director-approved additions/removals or revisions to/from the Standard Practice Manual, as well as updated Table of Contents and Alpha Index, will be forwarded to all holders of the Manual in timely manner.

V. MANUAL REVIEW

- A. The Manual will be reviewed in its entirety annually.

/jdp